


Commission on Animal Care & Control	General Order : #002
Subject: Chain of Command	Date Issued: 07-17-02 Manager's Approval: 

This order establishes a Chain of Command of those personnel responsible for the properties and operations of the Commission on Animal Care and Control Center and its personnel.

1. EXECUTIVE DIRECTOR

In the event of a scheduled absence of the Executive Director, the person that will assume all duties and responsibilities of that position and those of his/her own will be the Deputy Director.

2. DEPUTY DIRECTOR

In the course of routine absence of the Executive Director, the structure of the Department's organizational flow chart shall be adhered to with the Deputy Director next in command assuming the duties and responsibilities of that position, along with those of his/her own.

3. OPERATIONS MANAGER

In the absence of the Deputy Director, the Operations Manager, as per the Department's organizational flow chart (see attachment), shall assume all duties and responsibilities of that position, along with those of his/her own.

Attachment
Filename: GO-002
Revised: 07-17-02

Commission on Animal Care and Control
2004 Organization Chart

Nikki Garbis Proutsos, MS
Executive Director

Commission on Animal Care
and Control (9 member board)

Director of Program Services (1)

DEPUTY DIRECTOR

ADMINISTRATION

Staff Assistant (1)

Administrative Assistant II (1)

ANIMAL CARE & CONTROL
Operations Manager (1)

Supervisor of
Animal Control Officers (4)

Animal Control Inspectors (3)
Animal Control Officers (27)
(2 vacant)
Administrative Assistant III (2)
Dispatch Clerks (3)
Cashiers (2)

Shelter Manager (1)

Supervisor of
Animal Care Aides (4)

Animal Care Aide I (13)
(2 vacant)
Animal Care Aide II (4)
(1 vacant)

MEDICAL
Supervising Veterinarian (1)

Veterinarian (2)

Veterinary Assistant (4)
(1 vacant)
- Animal Care Aide I (1)

ALL POSITIONS
FUNDED BY
CORPORATE FUND
83 positions

Revised 12/01/03 by S.C.